

8831
COPY / OF 2

August 10, 1956

Subject: CONTRACT SC-56
CONTRACTOR EMPLOYEES ATTENDANCE REPORT

25X1A

Dear Doug:

Pursuant to established practice [REDACTED] is now preparing three (3) sets of monthly attendance cards for all employees in Detachment "A". I understand that Joe has asked Howard to supply him this information every four (4) weeks, presumably to jibe with the special payroll period.

We have no objection in supplying Joe with the payroll information on our every four week basis, but we don't want to change our use of the monthly attendance cards, for they serve a variety of purposes for us. We therefore suggest that effective with the four week payroll period ending August 19, 1956, we will supply you with three (3) copies of the attached attendance report which will be certified to by [REDACTED] and we will discontinue giving you the 3 sets of attendance cards, which after all are primarily an office record and require a great deal of duplicate effort on [REDACTED] part which would be eliminated by using the attached report.

Assuming that you will be in agreement with the use of the attached report we are forwarding a number of copies of it to Howard with a copy of this letter so he will have them in time for the August 19th payroll.

25X1A

cc: [REDACTED]

Hal
Hal

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
DECLASSIFIED
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